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7 December 1960

MEMORANDUM TO: SCA - DD/S

FROM : Chief, Management Analysis Staff (DD/S & DD/I Areas) Mgt/S

SUBJECT : Organization Chart of DD/S Area

1. At the request of the Deputy Director (Support), the Management Staff is preparing a one-page organization chart showing Support Offices and Staffs, with brief statements of primary functions and a listing of major divisions within each Office. The chart is intended for use by the Office of Training and other Agency personnel giving briefings on Support organization and activities. Space limitations necessitate restricting the statement to the primary functions of each Office or Staff and omitting such units as administrative staffs.

2. Attached for your approval or suggestions is the material we have drafted for your office.

3. Your response by 23 December 1960 would be appreciated.

[redacted] 25X1A

Attachment read as follows:

SPECIAL SUPPORT ASSISTANT

Acts as the focal point for the Deputy Director (Support) and the Deputy Director (Plans) for the resolution and coordination of support problems of mutual concern. 25X1A

27 Dec 60 - Returned to [redacted] w/following note: "Looks OK for short statement. /s/ VRT"

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